

# DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

## POSITION DUTY STATEMENT

<b>Name:</b>	<b>Division:</b> Program Services Division – Treatment, CARE Unit
<b>Classification:</b> Associate Governmental Program Analyst	<b>Working Title:</b> Training and Outreach Coordinator
<b>Position Number:</b> 798-415-5393-708 (LT 06/30/11)	<b>Collective Bargaining Unit/ID:</b> R 01
<b>Effective Date:</b>	<b>Conflict of Interest Category:</b> N/A

- 1) Supervision Received:** Under the direction of the Staff Services Manager I, the incumbent will perform activities related to the operation of the CARE Unit.
- 2) Supervision Exercised:** None. May act as lead on special projects.
- 3) Physical Demands:** The incumbent must be able to stand and sit for extended periods and must have the ability to occasionally climb, bend, stoop, and reach in order to maneuver while traveling to designated counties and/or facilities. The ability to sit or stand, speak, see and hear in order to give presentations, and to lead, facilitate and participate in meetings, conferences and training sessions which may last up to the entire work day. The incumbent must also have the manual dexterity to handle papers, use a camera, projector, computer mouse and cellular telephone; have the ability to communicate with providers, clients and staff; must have manual dexterity sufficient to use a keyboard, copy machine, FAX and telephone. Ability to lift up to 40 pounds occasionally and 20 pounds frequently while traveling; occasionally pushing and pulling items such as rolling luggage, and **have the ability to travel up to 50 percent of the time** by plane, automobile, train and other means of public transportation.
- 4) Job Description:** (Please indicate the percentage and description in the tables provided below)

### ESSENTIAL FUNCTIONS

%	Job Description
70%	Independently, supports the CARE unit in research, planning, creative design, marketing, advertising production, outreach, and training efforts to recruit young veterans programs and engage (faith-based, grass roots, veterans and traditional) alcohol and drug treatment providers/programs for youth in Los Angeles, Sacramento, Butte, Tehama, and Shasta counties. Determine providers' compliance with the Substance Abuse and Mental Health Services Administration's (SAMHSA) CARE grant requirements and guidelines. Meet with providers regionally to discuss performance measures, determines where improvements can be made, and identifies resources and assistance in implementing improvements. Coordinate with the Project Researcher and Project Analyst on performance measures and recommended improvements. <b>Travel up to 50% of time.</b>
15%	Identifies needed technical assistance contractor resources, delivers CARE-specific training, maintains training records, and evaluates the effectiveness of the training.
10%	Develops, implements, evaluates, and revises program policies and procedures as needed, and convey and disseminate updated information to clients and providers as needed. Write reports of site-visit findings, the

### SIGNATURES

<p>I have read and discussed these duties with my supervisor:</p>   <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>Employee's Signature</span> <span>Date</span> </div> <p>Position classification approved:</p>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>Personnel Analyst</span> <span>Date</span> </div>	<p>I certify that the above accurately represents the duties of the position:</p>   <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>Supervisor's Signature</span> <span>Date</span> </div>
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	corrective action required, and render recommendations regarding appropriateness of CARE approved applicants/providers.
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NON-ESSENTIAL FUNCTIONS	
%	Job Description
5%	Prepares correspondence and responds to verbal and written inquires from providers, county representatives, the public and other interested persons regarding the CARE program requirements, and policies, and procedures, in accordance with established Department procedures. Participate on special projects related to the operation of the Unit.